

REQUEST FOR QUOTE

RFQ No. 26-LSM



PCOB LAWN CARE AND SPRINKLER MAINTENANCE *(100% SEB SET-ASIDE)*

“MANDATORY” PRE-BID & SITE VISIT

THURSDAY, OCTOBER 30, 2025 at 10:00 AM (ET)

To Be Held At:

Jacksonville Port Authority | Port Central Office Building
2831 Talleyrand Avenue | 1st Floor Conference Room | Jacksonville, Florida 32206

SUBMIT QUOTES NO LATER THAN:

THURSDAY, NOVEMBER 13, 2025 before 2:00 PM (ET)

Submit “Either” by Email ~ or ~ Fax to the attention:

Jerrie Gunder, Senior Contract Specialist
Procurement Services

Jerrie.Gunder@jaxport.com

Fax: (904) 357-3077

REQUEST FOR QUOTE 26-LSM

PCOB LAWCARE AND SPRINKLER MAINTENANCE FOR THE JACKSONVILLE PORT AUTHORITY (100% SEB SET-ASIDE)

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SCOPE OF WORK
REQUEST FOR QUOTE NO. 26-LSM
PCOB LAWCARE AND SPRINKLER MAINTENANCE
FOR THE JACKSONVILLE PORT AUTHORITY
(100% SEB SET-ASIDE)

The Jacksonville Port Authority (JAXPORT) is seeking a qualified and licensed firm to provide year-round **LAWNCARE AND SPRINKLER MAINTENANCE** at the Jacksonville Port Authority, Port Central Office Building (PCOB), located at 2831 Talleyrand Avenue, Jacksonville, FL 32206. Based on the present availability of JSEB/DBE/SBA/MBE/WBE to perform the type of work required on this contract, the Authority has determined the goal established for this contract is **100% SEB Set Aside**. Therefore, the purpose of this Request for Quote (RFQ) is to request information about your company's ability to provide these services as outlined and to obtain a pricing commitment per specifications outlined in this RFQ.

SITE OF SERVICES

The Contractor is required to visit the site and to familiarize themselves with the nature and extent of the work and any local conditions that may affect the work to be completed, as well as, the equipment and labor required to complete the work. No allowance will be made for conditions overlooked by the Contractor. A blueprint of the landscaping and irrigation plan for PCOB is provided as **ATTACHMENT NO. 2**.

"MANDATORY" PRE-BID MEETING AND "OPTIONAL" SITE VISIT

TO ENSURE THAT ALL BIDDERS ARE FULLY INFORMED OF THE REQUIREMENTS FOR THIS CONTRACT, A "MANDATORY" PRE-BID MEETING ALONG WITH AN "OPTIONAL" SITE VISIT WILL BE HELD AT **10:00 AM (ET), THURSDAY, OCTOBER 30, 2025** AT THE PORT CENTRAL OFFICE BUILDING (PCOB), FIRST FLOOR CONFERENCE ROOM, 2831 TALLEYRAND AVENUE, JACKSONVILLE, FLORIDA 32206.

Please be advised, the Pre-Bid Meeting is "MANDATORY". For your quote to be considered a representative from your company must be present and sign the Attendance Sheet as proof.

Immediately following the Mandatory Pre-Bid Overview of the Scope of Work, an Optional Walk-through Site Visit of the grounds/landscape surrounding the Port Central Office Building (PCOB) will commence. During the Site Visit, participants will be guided around the building to view the existing landscape foliage. Participants will be allowed to take pictures of the landscape, however, do not walk on or disturbed the grounds in anyway.

This will be the only PRE-BID MEETING and guided SITE VISIT held for this project. Potential Bidders interested in viewing the grounds after the Pre-Bid Meeting has ended, can do so by driving through the parking area at your convenience.

Please note the parking lot is monitored by security cameras 24/7 and you will not be allowed to enter the building for any reason to discuss and/or ask questions regarding this RFQ. JAXPORT's Staff/Guards reserve the rights at any time and without cause to ask for proof of ID and/or to request you to exit the premises. Visitation of the site must be completed by 6:00 PM (ET), FRIDAY, OCTOBER 31, 2025.

QUESTIONS & ADDENDUM

Any questions regarding this Request for Quote (RFQ) should be directed to **Jerrie Gunder, Senior Contract Specialist** and submitted either by email to Jerrie.Gunder@jaxport.com or submittal through Trimble Unity Construct (E-Builder). Answers to questions will be released on an Addendum directed to all known potential bidders registered in the Trimble Unity Construct (E-Builder) website and posted on the JAXPORT's website under Active Solicitations at <https://www.jaxport.com/procurement/>.

The deadline for questions will be MONDAY, NOVEMBER 3, 2025 by 9:00 AM (ET).

No interpretation of the meaning of the specifications or other contract documents, or corrections of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder orally. Any request for such interpretations or corrections must be made in writing.

Any such request which is not received prior to the above deadline date for questions will not be considered. All such interpretations and supplemental instructions will be in the form of written Addendum to the contract documents, which if issued, will be e-mailed to all known prospective bidders. However, it is the responsibility of each Bidder, before submitting its Quote, to contact Procurement Services at (904) 357-3455 to determine if any Addendum have been issued and to make such Addendum a part of its Quote. Only the interpretation or correction so given by JAXPORT in writing will be binding, and prospective proposers are advised that only JAXPORT will give information concerning, or will explain or interpret the RFQ Documents.

GENERAL

The Contractor agrees to provide year-round **LAWNCARE AND SPRINKLER MAINTENANCE** at Jacksonville Port Authority/HQ, Port Central Office Building (PCOB), located at 2831 Talleyrand Avenue, Jacksonville, Florida 32206. Services to be performed under this contract must include all cost associated with labor, equipment, materials, and any other similar charges as required to maintain the existing landscape foliage and sprinkler system maintenance. This will include, but not be limited to the installation or replacement of new landscape foliage and required services, parts and emergency repairs of the sprinkler system. Contractor will provide services during weekends or after 6:00PM on weekdays. All work is to be accomplished in a professional manner.

SMALL EMERGING BUSINESS (SEB) SET ASIDE

It is the policy of JAXPORT to require the inclusion of firms owned and controlled by Jacksonville Small Business Enterprises (JSEBs), Disadvantaged Business Enterprise (DBE), Small Business Administration Certified Firms (SBA), Women Business Enterprise (WBE) and Minority Business Enterprises (MBEs) in contract awards and projects whenever feasible. This policy is consistent with the administrative mandate set out by the United States Department of Transportation in the Code of Federal Regulations in Title 49 at the CFR Part 23.

The Authority has determined this service contract will be **100% SEB (JSEB/DBE/SBA/MBE/WBE) MANDATORY Set Aside** and has been designated only for the competition of certified vendors under any SEB categories. At the time of bid opening, Bidders are required to submit with their quote proof of current certification. For further information concerning certification, see **ATTACHMENT NO. 1**.

CONTRACTOR TO BE RESPONSIBLE FOR PROPERTY

The Contractor will be liable for any damages to or loss (including theft) of JAXPORT property, or its tenants, caused by the Contractor's negligent performance of any of the services furnished under this contract.

AWARD

The terms of the contract for these services is intended to be for an initial period of one (1) year, with three (3) additional, one (1) year renewal options made at the sole discretion of JAXPORT. JAXPORT prefers to award this contract to the responsive, responsible bidder offering the lowest price consistent with meeting all specifications, terms and conditions set forth in this RFQ. No award will be made until all necessary inquiries have been made into the responsibility of the lowest conforming bidder, and JAXPORT is satisfied that the bidder is qualified to do the work and has the necessary experience, organization, and equipment to perform under the terms of the contract.

JAXPORT reserves the right to accept and/or reject any or all bids, in whole or in part. There is no obligation to award to the lowest quoted offer; JAXPORT reserves the right to award to the Bidder submitting the bid that JAXPORT, in its sole discretion, determines will be most advantageous and beneficial. JAXPORT will be the sole judge of which bid will be in its best interest and its decision will be final.

CERTIFICATION/BIDDER QUALIFICATIONS

Bidder must be a qualified and licensed bidder and have current experience in providing the types of services required under this RFQ. The bidder must become fully aware of the specifications provided in this RFQ. Failure to do so will not relieve a successful bidder of its obligation to furnish “**LAWNCARE AND SPRINKLER MAINTENANCE**” at the quoted prices and in accordance with the terms and conditions of this RFQ.

RESPONSIBLE BIDDER CRITERIA

In considering the responsibility of bidders, JAXPORT will examine the following factors:

- A. Quoted Total Price
- B. Degree of experience in required disciplines and references from customers.
- C. Adherence to specifications listed on this RFQ.

With your quote, please submit a copy of your Company's Occupational License and three (3) references for companies where you have performed similar services within the last three (3) years. Include the contact person's name, name of company, phone number, and email address for each reference.

In this regard, JAXPORT reserves the right to reject any and all quotes, in whole or in part, and to waive any non-conformance in quotes or any irregularities received, whenever such rejection or waiver is in the best interest of JAXPORT.

INSURANCE

Insurance certificates are only required from the awarded bidder (Awardee). Prior to the execution of this contract, the Awardee will need to provide a Certificate of Insurance (COI) which meets the below requirements. If the insurance is purchased from more than one provider, than the Awardee may need to supply more than one COI.

Prior to commencing Work, Contractor shall furnish Owner with Certificates of Insurance (COI), and copies of required Endorsements and Forms, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

Additional Insured Endorsement must be submitted with COI document.

Owner shall be included as an additional insured under the Commercial General Liability policy for on-going and completed operations.

Primary & Non-Contributory Endorsement must be submitted with COI document.

Contractors CGL coverage must be Primary and Non-Contributory.

Waiver of Subrogation is required for Workers Compensation, CGL, and Auto Liability.

Waiver of Subrogation Form must be submitted with COI document.

1. WORKERS' COMPENSATION/EMPLOYERS' LIABILITY

Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by the Florida Workers' Compensation Act, or any other coverage required by the contract documents, which are customarily insured under Part One of the standard Workers' Compensation Policy.

Part Two - The minimum amount of coverage required by the contract documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

- \$500,000 (Each Accident)
- \$500,000 (Disease-Policy Limit)
- \$500,000 (Disease-Each Employee)

2. COMMERCIAL GENERAL LIABILITY

Commercial General Liability Policy with the following minimum limits:

- \$500,000 (Each Occurrence)
- \$500,000 (General Aggregate)
- \$500,000 (Products Completed & On-going Operations)
- \$500,000 (Bodily injury and Property Damage)
- \$500,000 (Personal and Advertising Injury)

3. BUSINESS AUTO POLICY

Limit no less than \$500,000 per accident for bodily injury and property damage.

Covering any auto (code 1)

If contractor has no owned autos, hired (Code 8)

Non-owned autos (Code 9)

Failure of Contractor to maintain the required insurance shall constitute a default under this Agreement and, at Owner's option, shall allow Owner to terminate this Agreement.

4. UMBRELLA LIABILITY (if CGL Requirement not met)

\$500,000 per Occurrence

Minimum underlying coverages shall include Commercial General Liability, Automobile liability and Contractors Pollution Liability.

The umbrella coverage will have drop down insurance coverage.

Cross-Liability Coverage: If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

Sub-Contractor's Insurance: Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified in this agreement. When requested by Owner, Contractor shall furnish to Owner copies of certificates of insurance evidencing coverage for each subcontractor.

No Representation of Coverage Adequacy: By requiring the insurance as set out in this Agreement, Owner does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities provided to Owner in this Subcontract.

If the Contractor/Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Owner requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor/consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Owner.

RESPONSE TIME

Submit quotes no later than **THURSDAY, NOVEMBER 13, 2025 by 2:00 PM (ET)** to the attention of Jerrie Gunder, Senior Contract Specialist, **"EITHER"** by Email to Jerrie.Gunder@jaxport.com ~ or ~ by Fax Number at **(904) 357-3077**. **Please select only one (1) of the submittal options, multiply submittals will be rejected.** JAXPORT no longer accepts any bid packages submitted by Mail or Hand-Delivery.

After the above stated response deadline, all timely submittals will receive a confirmation email of receipt. Any Quotes received after the above stated time and date will not be considered. It is the sole responsibility of the Bidder to have its quotes submitted to JAXPORT as specified herein on or before the above deadline.

PRICES

Prices offered shall be firm for a period of one (1) year from award date of this contract. At the sole discretion of JAXPORT the contract may be extended for up to three (3) additional one (1) year periods. Upon receipt of a renewal request or within 30-days of the anniversary date of the award, JAXPORT will consider an increase or decrease in rate/price if the Awardee submits a written request for escalation or notice of de-escalation prior to the start of the renewal period.

The request must include a brief description of the services, the new rate/price, and a justification for the request with supporting documentation. If the request for escalation or de-escalation is approved by JAXPORT, the new rate/price will remain firm for the duration of the renewal period.

JAXPORT reserves the right to grant, decline or reduce any request for escalation or de-escalation with or without cause. Any decision by JAXPORT to grant, decline or reduce a request for rate/price adjustment will be at the sole discretion of JAXPORT and its decision shall be final.

INVOICES

All invoices must include at minimum a description, address/location, date of service and total invoice cost.

A. All invoices will reference Contract **RFQ # 26-LSM**. A copy will be emailed to:

accounts.payable@jaxport.com

or mailed to:

Jacksonville Port Authority
Attn: Accounts Payable
P.O. Box 3005
Jacksonville, FL 32206-3496

B. Invoices will be processed following normal JAXPORT payment procedures, which are **thirty (30) days net after receipt of an approved invoice**. Special or early payments will not be authorized.

C. The Awardee will be required to submit a monthly invoice along with supporting documentation. The invoice will be reviewed by the appropriate JAXPORT personnel and if correct, then processed for payment.

WITHDRAWAL OF QUOTES

Any quote may be withdrawn by written request of the bidder until the date and time established herein for opening of the quotes. Any quotes not timely withdrawn will, upon opening, constitute an irrevocable offer for a period of ninety (90) days (or until one or more of the quotes have been duly accepted by JAXPORT, whichever is later).

SCHEDULE OF WORK

The Jacksonville Port Authority (JAXPORT) is seeking a qualified and licensed firm to provide year-round Lawn care and Sprinkler Maintenance at PCOB, including "as needed" installation or replacement of new landscape foliage, parts for the sprinkler system, and the maintenance of new landscape foliage and irrigation equipment installed at the Jacksonville Port Authority, Port Central Office Building (PCOB), 2831 Talleyrand Avenue, Jacksonville, FL 32206.

JAXPORT, without invalidating the RFQ, may make changes by altering, adding or deleting services as needed. This Contract only applies to the PCOB location, however, JAXPORT reserves the right to add or delete any facility under this RFQ.

The following duties are separated by Weekly, Quarterly, Semi-Annual, and Annual actions.

Weekly

1. Mow lawn anytime on Saturday. In case of rain, mow anytime Sunday or after 6:00 PM (ET), Monday through Friday. All other times mowing is not allowed due to increased potential of vehicle damage. All vehicle damage claims due to flying debris and or lawn equipment collision will be forwarded to the Lawn Maintenance Service provider for handling.
2. Edge all curbs, drives and sidewalks.

3. Blow and remove all foreign materials, clippings and leaves from the parking lots, walkways, and curbs.
4. Pick up and dispose of owner's premises all litter and debris from around perimeter of the building, on the lawns, and in the parking lots.
5. Weed control property lines, fence lines, sidewalk cracks, and building perimeter.
6. Maintain beds (including beds under all trees) by removing all clippings, weeds, vines, dead flower heads and litter to achieve a neat and professional appearance.
7. The contractor will be supplied access to the sprinkler system once per week to conduct a mandatory complete system operational test. This test is to ensure no damage occurred to the system during completion of the lawn maintenance duties. Any damage to sprinkler lines, fittings and or heads will be repaired by the Lawn Maintenance Service provider immediately.
8. Weed control of beds, sidewalk cracks and curbs by chemicals applied by the contractor. The supply of all chemicals must be included in the Lawn Maintenance Service contract. The contractor is responsible for replacement of plants that have bad reactions due to chemical applications.

Quarterly

1. Trim all trees and bushes quarterly. Goal is to keep the trees and bushes consistently shaped and keep all trees and bushes from touching the building exterior.

Semi-Annual

1. At the beginning of Spring (Mid-March) and Fall (Mid-September), all annuals will be replaced. All stressed plants will be replaced with same kind of plant unless so directed by the Building Manager.
2. Prune all trees semiannually. Goal is to properly maintain and improve the health of the trees.
3. Fertilization services
 - a. The Contractor shall provide a minimum of two (2) seasonal fertilization treatments to all grass areas. Fertilizer will only be applied when the grass is actively growing.
 - b. The Contractor will determine type and application rate of fertilizer as well as application method based on season and type of grass.
 - c. The Contractor shall remove any excess fertilizer from impervious surfaces.
 - d. The Contractor will be responsible to repair any chemical harm to the lawn caused by the application of fertilizer.
 - e. The Contractor shall provide JAXPORT personnel with watering instructions after fertilizer has been applied.

Annually

1. All palm tree fronds are to be trimmed at least once a year. All removed fronds must be disposed of on the owner's property at the Contractor's expense.

QUOTE FORM

REQUEST FOR QUOTE NO. 26-LSM
PCOB LAWCARE AND SPRINKLER MAINTENANCE
FOR THE JACKSONVILLE PORT AUTHORITY
(100% SEB SET-ASIDE)

PROPOSED COST

Compensation will be paid in accordance with the proposed weekly unit costs stated on this Quote Form. JAXPORT prefers to award this contract to the bidder offering the lowest price consistent with meeting all specifications, terms and conditions set forth in this RFQ for a period of one (1) year and at the discretion of JAXPORT, to include three (3) additional one (1) year renewal options. Any modifications, exceptions, or omissions contained within the Quotation Form, shall be grounds for disqualification of RFQ.

COST PER WEEK: \$ _____ **X 52 =** \$ _____ **/ANNUAL COST**

Failure to provide above information in stated format may result in rejection of Bid.

BIDDER'S ATTESTATION: Initials _____ Date _____ I hereby attest, as the Bidder's authorized agent, that Company is not owned, an affiliate of, or substantially controlled or influenced by the government of a foreign country of concern as defined below.

Under Florida Statutes, JAXPORT, like all state agencies and local government entities, is prohibited from entering into any contract or agreement with a foreign country of concern, which has been defined as "the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern."

BIDDER'S CERTIFICATION

1. Certification and Representations of the Bidder

By signing and submitting a Quote, the Bidder certifies and represents as follows:

- A. That it has carefully examined all available records and conditions, including sites if applicable, and the requirements and specifications of these Contract Documents prior to submitting its Quote. Where the Bidder visits sites, no work or other disturbance is to be performed while at the site without written permission by JAXPORT in advance of the site visit.
- B. That every aspect of its submitted Quote, including the Contract Price, are based on its own knowledge and judgment of the conditions and hazards involved, and not upon any representation of JAXPORT. JAXPORT assumes no responsibility for any understanding or representation made by any of its representatives during or prior to execution of the Contract unless such understandings or representations are expressly stated in the Contract and the Contract expressly provides that JAXPORT assumes the responsibility.

- C. That the individual signing the RFQ is a duly authorized agent or officer of the company. Bids submitted by a corporation must be executed in the corporate name by the President or Vice President. If an individual other than the President or Vice President signs the Bid, satisfactory evidence of authority to sign must be submitted with the Bid. If the Bid is submitted by a partnership, the Bid must be signed by a partner whose title must appear under the signature. If an individual other than a partner signs the Bid, satisfactory evidence of authority to sign must be submitted with the Bid. The corporation or partnership must be in active status at the Florida Division of Corporations at the time of submission of the Bid.
- D. That the company maintains in active status any and all licenses, permits, certifications, insurance, bonds and other credentials including not limited to Contractor's license and occupational licenses necessary to perform the services. The Bidder also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Bidder shall immediately notify JAXPORT of status change.
- E. That it read, understands and will comply with the Public Entity Crime "Exhibit B" and Conflict of Interest Certificate "Exhibit A" of these instructions to Bidders.

ACKNOWLEDGEMENT

Acknowledgement of the following addenda is hereby made:

Addendum No 1: _____ Date: _____ Bidder's Init.: _____

Addendum No 2: _____ Date: _____ Bidder's Init.: _____

Acknowledgement of Authorized Agent:

I hereby acknowledge, as Vendor's authorized agent that I have fully read and understand all terms and conditions as set forth in this Quote and will fully comply with such terms and conditions.

Date: _____

Company Name: _____

Bidder is a (check one): _____ Corporation _____ Partnership _____ Individual

Authorized Agent's Name: _____

Authorized Agent's Signature: _____

Authorized Agent's Title: _____

Authorized Agent's Email Address: _____

Telephone Number: _____ Fax Number: _____

Federal Identification Number : _____

Remittance Address: _____

City: _____ State: _____ Zip Code: _____

The Bidder should carefully review the submittal requirements in the RFQ. The following checklist is provided for convenience. The following items must be submitted with the Quote Form:

- Quote Form (page 10)
- Name, phone number, and email address for three (3) customer references
- Evidence that the company is licensed to do business in the State of Florida
- Proof of Current SEB Certification
- Authorized Agent Acknowledgement Form
- Acknowledgement of Addenda, *if any*
- Conflict of Interest Certificate (Exhibit “A”)
- Sworn Statement of Public Entity Crimes (Exhibit “B”)
- E-Verify Compliance Form (Exhibit “C”)
- SEB Form 1, “Schedule of Subcontractor/Sub-consultant Participation”.
- SEB Certification; JSEB/DBE/SBA/WBE/MBE

Failure to provide above information in stated format may result in rejection of Bid.

Return Quotes no later than **THURSDAY, NOVEMBER 13, 2025 by 2:00 PM (ET)**

“Either” by Email ~OR~ Fax to the attention:

**Jacksonville Port Authority
Jerrie Gunder, Senior Contract Specialist
Procurement Services**

Jerrie.Gunder@jaxport.com

~ or ~

Fax Number: (904) 357-3077

Please select only one (1) of the submittal options, multiply submittals will be rejected.

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